



CITY OF LONG BEACH

DEPARTMENT OF FINANCIAL MANAGEMENT

CLERK TYPIST III Unclassified

\$17.011 – \$23.263 per hour

THE POSITION

The Fleet Services Bureau is recruiting for a Clerk Typist III within the Underground Storage Tank (UST) and Fuel division. The primary duties include reconciling of daily fuel transactions, review of invoices for fuel deliveries, and resolving problems with fuel keys (or other fuel dispensing systems). This position is supervised by the Fuel Operations Program Officer. The UST/Fuel division has 5 FTEs performing UST program data input and tracking, UST and fuel site inspections, compliance monitoring, and invoice processing.

EXAMPLES OF DUTIES

- Monitor daily fuel transactions to ensure successful computer program interface, making corrections as needed, and entering information for manual transactions
- Review of invoices for fuel deliveries; confirm quantity and price with other UST/Fuel program staff
- Prepare purchase orders for UST/Fuel program expenses including fuel, dispenser supplies, spill kit equipment, etc.
- Prepare quarterly invoices for the Long Beach Unified School District for use of City facilities based on terms of the annual Memorandum of Understanding
- Complete documentation for quarterly payment of fuel taxes; process other fuel tax and/or permit documentation annually
- Attend meetings of the UST Task Force and Executive Committees; prepare agenda, minutes and supplemental handouts as needed
- Resolve problems with fuel keys or other fuel dispensing systems used by Fleet to provide fuel to its customers
- Provide clerical support for the Fuel Operations Program Officer
- Assist other staff with special projects, as needed

MINIMUM REQUIREMENTS

- Two years (full-time equivalent) of paid advanced level clerical experience using database and spreadsheet programs;
- Excellent writing, proofreading, and oral communication skills;
- Interpersonal skills to work effectively with both external and internal clients;
- Flexibility to move from one assignment to another when priorities change;
- A valid California Class C Driver License.

PREFERRED SKILLS

- Experience with FAMIS/ADPICS financial system;
- Intermediate/ expert level skills in Excel and database software programs;
- Attention to detail;
- Ability to utilize software systems to resolve problems;
- Six to twelve months of customer service experience.

AN EQUAL OPPORTUNITY EMPLOYER, THE DEPARTMENT OF PUBLIC WORKS VALUES AND ENCOURAGES DIVERSITY IN ITS WORKFORCE.

This information is available in an alternate format by request to the Department of Public Works Personnel Division at (562) 570-4686. If you require an accommodation because of a disability to participate in any phase of the selection process, please request when submitting your resume or contact the Personnel Division at (562) 570-4686.

APPLICATION PROCESS

Interested candidates must submit a letter of interest and resume to:

**Public Works / Personnel Division
2929 East Willow Street
Long Beach, CA 90806
Ayisha.Thompson@longbeach.gov**

Submissions will be limited to the first 25 qualified applicants and must be received by **4:30 PM, Wednesday, December 9, 2015**. Incomplete submissions will not be considered. Those candidates determined to be best suited for the position will be invited to participate in the selection process which will include an oral interview and may include a performance exercise. Not all candidates will be contacted.